

FIRE COMPANY MANAGEMENT

FIRE COMPANY MANAGEMENT - COMMUNICATIONS/MEETINGS (6 HOURS) TC only

PURPOSE: This course is designed to provide fire service personnel with communications skills and guidelines for conducting meetings.

CONTENT: Communication skills and guidelines for conducting meetings are the topics discussed in this program. Many different forms of written communication and messages are used to keep the members and the public aware of essential information. The communication skills presented will enable an individual to properly choose the correct format for the audience and message to be conveyed.

Conducting a fire company meeting or other event can be a challenge. The meetings portion of this program will provide useful tips on how to conduct a meeting as well as cover the basics of "Robert's Rules of Order" and their use.

AUDIENCE: Any elected or appointed fireline or administrative officer.

CLASS LIMIT: 40

FIRE COMPANY MANAGEMENT - THE SAFETY OFFICER (6 HOURS) TC ONLY

PURPOSE: This course is designed to provide fire service personnel with basic management skills to serve as a Fire Safety Officer.

CONTENT: Identifying a Safety Officer: Standards; Regulations; Policies; Duties of Safety Officer; Documentation Scenarios are covered in this course.

AUDIENCE: Any elected or appointed fire line or administrative officer is encouraged to attend.

CLASS LIMIT: 40 students